

**TOWN OF MANCHESTER, CONNECTICUT  
UNAFFILIATED EMPLOYEE EVALUATION REPORT  
FOR EVALUATION YEAR 2012-2013**

Employee Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

<b>Salary Range</b> <b>2013-2014</b>	Minimum \$	Maximum \$
<b>Current Salary:</b> \$	<b>Previous Year's Merit</b> July 1, 2012 \$ _____	

Merit Increase \$ \_\_\_\_\_ Effective Date \_\_\_\_\_

Adjusted Base Salary: \$ \_\_\_\_\_

\_\_\_\_\_  
Dede Moore, Director of Administrative Services

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**EVALUATION BY DEPARTMENT HEAD:**

Job Description Section: Attach copy of job description. Discuss each area. Correlate discussion with performance factors on page 2. Attach additional sheets as necessary.

Evaluation by Department Head:

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Statement of Goals (to be developed in conjunction with Dept. Head):


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Performance Factors:

<b>Rating</b>	<i>Marginal</i>	<i>Satisfactory</i>	<i>Superior</i>
Communication Skills-verbal & written			
Team Participation			
Attitude/Initiative			
Cooperation/Accepts Direction			
Quality of Work			
Judgment			
Accepts Responsibility/Accountability			
Quantity of Work			
Employee/Public Contact			
Performance Under Duress			
Observance of Work Hours/Attendance			

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 Department Head Signature
Employee Comments:


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I certify that this report has been discussed with me. I understand that my signature does not necessarily indicate agreement.

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 Employee's Signature

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 Date of Discussion